



ACHIEVEMENT IN MONTANA

Quick Reference Guide

END OF YEAR PROCESS

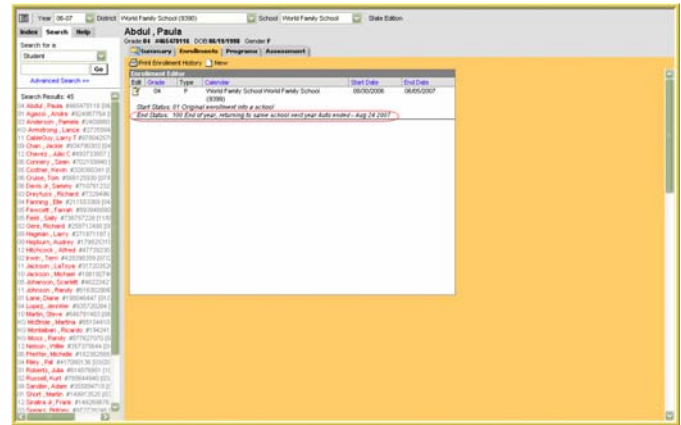
VERIFYING 2006-07 ENROLLMENTS – GRADES PK THRU 11

Active enrollments will end automatically for students in grades PK thru 11, as well as for UE and UM students.

The *End date* will default to the **Calendar End Date** for that school, with an *End Status* code of **100: End of year, returning to same school next year** and a comment "Auto ended – Aug 24 2007".

Students in Grade 12 or UH see:

[QRG: Graduation Collection](#)



Verify that all students with an *End Status* code of **100: End of year, returning to same school next year** are students who are returning to the *same district* or students who are returning to the *same school* in the Fall of 2007.





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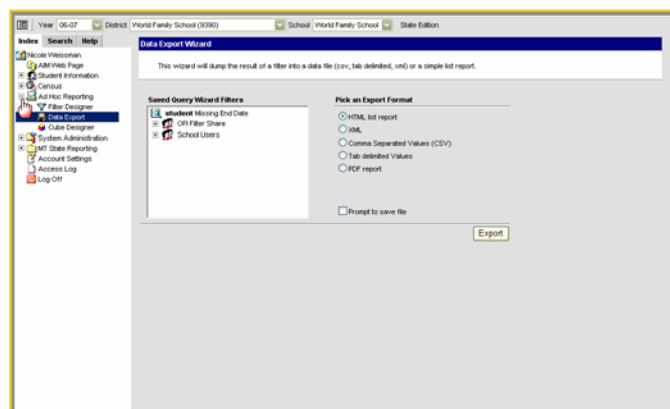
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VERIFYING 2006-07 ENROLLMENTS – GRADES PK THRU 11

From the **Index**, expand the **Ad Hoc Reporting** outline by clicking on the plus (+) sign.

Select **Data Export**.



Expand the **School Users** outline by clicking on the plus (+) sign.

Select **End Date/Status Verification**.

Choose an *Export Type* (Comma Separated Values is recommended for sorting purposes).

Click **Export**.

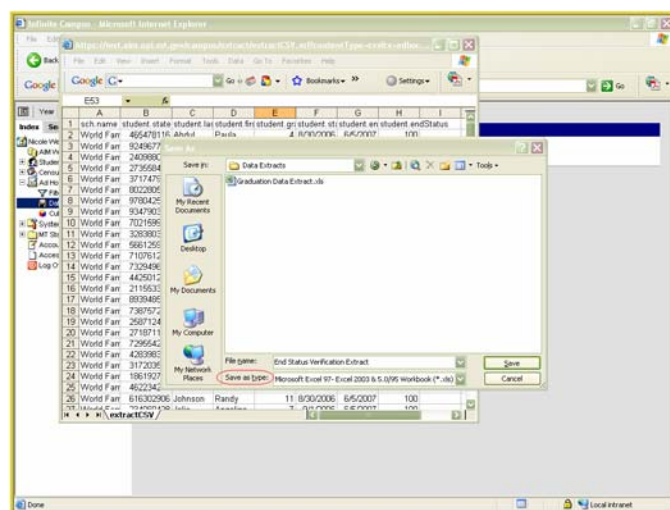


Click **Open** when prompted.

Click **File, Save As**.

In the *Save as Type* box, select Excel (*.xls).

Type in a file name and click **Save**.



END OF YEAR PROCESS

VERIFYING 2006-07 ENROLLMENTS – GRADES PK THRU 11

Open the Excel file and sort the data by *Grade Level* and *Last Name*.

	A	B	C	D	E	F	G	H	I	J	K	L
1	1	1	1	1	1	1	1	1	1	1	1	1
2	1	1	1	1	1	1	1	1	1	1	1	1
3	World Family School	190046447	Lane	Diana	1	9/1/2006	6/5/2007	100				
4	World Family School	148913625	Roberts	Jane	1	9/30/2006	6/5/2007	100				
5	World Family School	148913625	Shelton	Melvin	1	9/30/2006	6/5/2007	100				
6	World Family School	258714200	Earle	Richard	2	9/1/2006	6/5/2007	100				
7	World Family School	432839393	Irwin	Tam	2	9/30/2006	6/5/2007	100				
8	World Family School	765444400	Thorsell	Just	2	9/30/2006	6/5/2007	100				
9	World Family School	366714100	Zia Zia	Gabor	2	9/30/2006	6/5/2007	100				
10	World Family School	429480030	Anderson	Pamela	3	9/30/2006	6/5/2007	100				
11	World Family School	732944400	Ward	John	3	9/30/2006	6/5/2007	100				
12	World Family School	972720400	Spaw	Bethny	3	9/30/2006	6/5/2007	100				
13	World Family School	653520700	Woods	Tiger	3	9/30/2006	6/5/2007	100				
14	World Family School	654781100	Alford	Wanda	3	9/30/2006	6/5/2007	100				
15	World Family School	211553300	Fanning	Ellie	3	9/30/2006	6/5/2007	100				
16	World Family School	935720400	Lopez	Jennifer	3	9/30/2006	6/5/2007	100				
17	World Family School	417000130	Riley	John	3	9/30/2006	6/5/2007	100				
18	World Family School	964400630	Wayne	Kevin	3	9/30/2006	6/5/2007	100				
19	World Family School	33038304	Costello	John	3	9/30/2006	6/5/2007	100				
20	World Family School	939446630	Fawcett	Farah	3	9/30/2006	6/5/2007	100				
21	World Family School	387357230	Finn	Sally	3	9/30/2006	6/5/2007	100				
22	World Family School	462243240	Johnson	Scarlett	3	9/30/2006	6/5/2007	100				
23	World Family School	702159400	Connelly	Shirley	3	9/30/2006	6/5/2007	100				
24	World Family School	566125930	Cause	Tom	3	9/30/2006	6/5/2007	100				
25	World Family School	107871320	Davis	Sammy	3	9/30/2006	6/5/2007	100				
26	World Family School	102325600	Phelps	Michelle	3	9/30/2006	6/5/2007	100				
27	World Family School	822006030	Bush	Barbara	3	9/30/2006	6/5/2007	100				
28	World Family School	442032120	Fanning	Dakota	3	9/30/2006	6/5/2007	100				
29	World Family School	234060420	Jane	Angelina	3	9/30/2006	6/5/2007	100				
30	World Family School	672440370	Ruth	Babe	7	9/30/2006	6/5/2007	100				
31	World Family School	932174400	Smith	John	7	9/30/2006	6/5/2007	100				
32	World Family School	371747020	Arthur	Beatrice	8	9/30/2006	6/5/2007	100				
33	World Family School	23964271	Hopkins	Anthony	8	9/30/2006	6/5/2007	100				
34	World Family School	707024200	McDonald	John	8	9/30/2006	6/5/2007	100				

Find students who are not returning for the 07-08 school year.

	A	B	C	D	E	F	G	H	I	J	K	L
1	1	1	1	1	1	1	1	1	1	1	1	1
2	World Family School	526867164 Agostini	Andre	1	8/9/2006	6/6/2007	100					
3	World Family School	199064470 Roberts	Blaine	1	9/1/2006	6/6/2007	100					
4	World Family School	614879661 Rogers	John	1	8/10/2006	6/6/2007	100					
5	World Family School	149913235 Oert	Michael	1	8/10/2006	6/6/2007	100					
6	World Family School	269124905 Jones	Richard	2	9/1/2006	6/6/2007	100					
7	World Family School	420398935 Ives	Tenn	2	8/10/2006	6/6/2007	100					
8	World Family School	789448403 Russell	Just	2	8/10/2006	6/6/2007	100					
9	World Family School	363671490 Zia Zia	Gabor	2	8/10/2006	6/6/2007	100					
10	World Family School	240088103 Anderson	Parvati	2	8/10/2006	6/6/2007	100					
11	World Family School	732465338 Drysdale	Richard	2	8/10/2006	6/6/2007	100					
12	World Family School	972728436 Powers	Bhreezy	3	8/10/2006	6/6/2007	100					
13	World Family School	6592769 Woods	Lygia	1	11/2007	6/6/2007	100					
14	World Family School	46487416 Abuhl	Paula	4	8/9/2006	6/6/2007	100					
15	World Family School	211553289 Fanning	Elia	4	8/10/2006	6/6/2007	100					
16	World Family School	935222084 Lopez	Isabella	5	9/1/2006	6/6/2007	100					
17	World Family School	417980136 Riley	Pat	4	8/10/2006	6/6/2007	100					
18	World Family School	954849009 Fawcett	John	5	8/10/2006	6/6/2007	100					
19	World Family School	320354311 Costelloe	Erin	5	9/1/2006	6/6/2007	100					
20	World Family School	891849800 Payne	Farah	5	8/10/2006	6/6/2007	100					
21	World Family School	738572258 Field	Julia	5	8/10/2006	6/6/2007	100					
22	World Family School	462234215 Johnson	Scarlett	5	9/1/2006	6/6/2007	100					
23	World Family School	702169490 Cameron	Sean	6	8/10/2006	6/6/2007	100					
24	World Family School	661253303 Green	Sam	6	9/1/2006	6/6/2007	100					
25	World Family School	710161332 Davis	Sarney	6	8/10/2006	6/6/2007	100					
26	World Family School	103236060 Pfeiffer	Michelle	6	9/1/2006	6/6/2007	100					
27	World Family School	803280080 Booth	Isabella	6	8/10/2006	6/6/2007	100					
28	World Family School	442501223 Fanning	Dakota	7	8/10/2006	6/6/2007	100					
29	World Family School	213463426 Jones	Angeline	7	8/10/2006	6/6/2007	100					
30	World Family School	672442199 Bahr	Babe	7	8/10/2006	6/6/2007	100					
31	World Family School	69213640 Smith	Will	7	8/10/2006	6/6/2007	100					
32	World Family School	371479209 Arthur	Isabelle	7	8/10/2006	6/6/2007	100					
33	World Family School	729654711 Hopkins	Anthony	8	8/10/2006	6/6/2007	100					
34	World Family School	325355533 Meadow	Betty	8	8/10/2006	6/6/2007	100					
35	World Family School	199364561 Pitt	Brid	8	8/10/2006	6/6/2007	100					
36	World Family School	534790333 Chen	Jacky	9	8/10/2006	6/6/2007	100					
37	World Family School	217481187 Hegman	Larry	9	8/10/2006	6/6/2007	100					
38	World Family School	369847148 Sander	Adam	9	8/10/2006	6/6/2007	100					
39	World Family School	186102746 Jackson	Michael	10	8/10/2006	6/6/2007	100					



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EDITING STUDENT ENROLLMENTS – NON-RETURNING STUDENTS

Return to the AIM system.

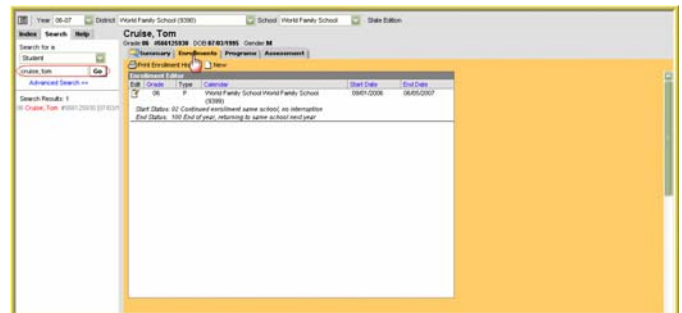
From the **Index**, expand the **Student Information** outline by clicking on the plus (+) sign.

Select **General**.



Click **Search** and type in the name of the student.

Select the **Enrollments** tab.

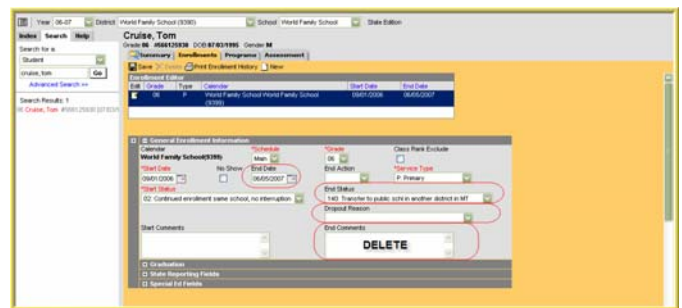


Click on the **Edit** notepad icon.

Enter the student's correct *End Date* and/or *End Status* (including *Dropout Reason* code if applicable) and delete the *End Comments*.

Click **Save**.

Repeat for each student not returning.





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EDITING STUDENT ENROLLMENTS – SCHOOL CHANGES WITHIN DISTRICT

From the **Index**, expand the **Student Information** outline by clicking on the plus (+) sign.

Select **General**.



Click **Search** (if it does not automatically re-direct to the search screen).

Select **Advance Search**.

Select **Grade "06"** (or the highest grade level of the selected school – except Grade 12).

Click **Search**.

A list of grade 6 students will appear on the left.



Select the name of a student.

Click on the **Enrollments** tab and click on the **Edit** notepad icon in the student's enrollment record.

Change the student's **End Status** code to **110: Promoted to another school** and delete the **End Comments**.

Click **Save**.

Repeat for all schools and for all students with grade level changes.

